



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

February 1, 2001

Memorandum

To: Assistant Solicitor, Branch of Environmental Restoration

From: Frank DeLuise, Program Manager *Frank DeLuise*
Natural Resource Damage Assessment and Restoration Program

Subject: Updated Deposit Procedures for the Natural Resource Damage Assessment and Restoration Fund

As you know, the National Business Center, Division of Financial Management Services (NBC-FNMS) assumed the accounting responsibilities for the Natural Resource Damage Assessment and Restoration Fund (Restoration Fund) beginning in Fiscal Year 1999. That resulted in a change to deposit procedures for remitting judgement or settlement monies, including procedures to utilize electronic funds transfer (EFT). The purpose of this memorandum is to update and further refine deposit guidance issued on October 13, 1998.

Funds Collected by Other Federal Departments or Agencies

Any monetary settlement payments (DOI past costs and/or DOI-only or joint restoration settlements) collected by other Federal entities, such as the Department of Justice or the Environmental Protection Agency (EPA), should be deposited by that agency and then wire-transferred to the NBC/Division of Financial Management Services using Treasury's On-Line Payment and Collection System (OPAC). The transmitting agency will need the following information to successfully conclude an OPAC transaction to the DOI Restoration Fund:

Agency Location Code (ALC)	14010001
Line one:	14X5198 (NRDAR)
Line two:	The site or case name and location
Line three:	The name(s) of paying potentially responsible party(ies)
Line four:	Call Bob White for additional info (303-969-7170)

Collections that are first routed through a U.S. Attorney's Office or through the Department of Justice must reference the Agency Code: INTE and Agency File Number: 14X5198 - NRDAR for use in the DOJ TALON/CLASS system. The USAO and/or DOJ will also assign a Cause of Action Code, (EN or ENDS) which describes the case and determines if the DOJ 3% assessment applies.

Settlement Payments Made Directly to the Restoration Fund

It is the policy of the Division of Financial Management Services to have large deposits (\$500,000+) made electronically. The preferred method of depositing monies directly into the NRDAR fund is through an automated clearing-house known as Treasury's Automated Clearing House (ACH)/Remittance Express program. Should this program not be available at the paying party(ies) bank then the Federal Wire Transfer procedure is the acceptable deposit procedure. Attachment I (4 pages) provides the necessary details to complete either one of these procedures and should be provided to the paying party(ies) to assist them in making their deposits.

Lastly, PRP's may send checks as an alternative deposit procedure for small dollar deposits and when their banks do not have the electronic transfer capabilities available. Checks must be made payable to the **Department of the Interior** (designating any other payee will delay deposit). Checks must be sent directly from the paying party(ies) to:

Department of Interior
NBC/Division of Financial Management Services
Branch of Accounting Operations
Mail Stop 1313
1849 C St. NW
Washington, D.C. 20240

The following information must be included with the check:

The account number: 14X5198 (NRDAR)
The site or case name:
The location of the site, and:
The paying potentially responsible party(ies)

Notification of Payments

Consent decree language should include instructions for responsible parties to provide notification to the Fund Manager when payments are made, either to DOJ or EPA for subsequent transmittal to the DOI, or when payments made via EFT or check are sent directly to the DOI Restoration Fund. Such notices shall be sent to the following:

Department of the Interior
Natural Resource Damage Assessment and Restoration Program
Attn: Restoration Fund Manager
1849 C Street, NW
Mailstop 4449
Washington, D.C. 20240

Notices shall reference the DOJ case number, site name, location, and name of paying responsible party.

ons concerning these procedures or deposits should be directed to one of the following:

Robert (Bob) White (303) 969-7170 robert_e_white@nbc.gov

Bruce Nessler (202) 208-4093 bruce_nessler@os.doi.gov

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Restoration Program Workgroup (BIA, BLM, BOR, NPS, FWS, OEPC)
Bob Baldauf, POB

Department of the Interior
Natural Resource Damage Assessment and Restoration Fund
Assessment and Settlement Deposit Remittance Procedures

The Department of Interior's Interior Service Center has established procedures with the Department of Treasury to provide two electronic options for remitting payments to the Natural Resource Damage Assessment and Restoration Fund. Procedures for using these processes are attached.

The preferred electronic method is the Department of Treasury's Automated Clearing House (ACH)/Remittance Express. If your bank does not have ACH deposit transmission capabilities, then Treasury's Federal Wire (Fed Wire) Transfer procedure is the required alternative. Use the attached forms to assist in preparing your remittance.

All remitters are encouraged to use these electronic methods. Non-electronic remittances (checks) should be payable to the Department of Interior and forwarded to:

DOI Restoration Fund
NBC Division of Financial Management Services
Branch of Accounting Operations
Mail Stop 1313
1849 C St. NW
Washington, D.C. 20240

Attachment I-1

Department of the Interior
Natural Resource Damage Assessment and Restoration Fund
Assessment and Settlement Deposit Remittance Procedures

In order to accomplish electronic transfers, in addition to other settlement or billing information, please provide the following information to the remitter:

Preferred method of electronic transfer: Automated Clearing House (ACH)

Receiver name: DOI Restoration Fund
ALC 14010001

Receiver Tax ID Number: 53-0196949

Receiver address: 1849 C St. NW
Mailstop 1313
Washington, D.C. 20240

Receiver bank: Federal Reserve Bank
New York, NY
ABA # 051036706

Receiver ACH Account No.: 312024

Receiver Fedwire Acct No.: Treasury NYC 021030004
(To be used only for Fedwire transfers)

Payment Related Data: Should at a minimum reference site location

Attachments I-3 and I-4 provide more technical specifics which can be provided to the remitters banking institution. Questions concerning electronic deposit procedures should be directed to Robert (Bob) White at 303-969-7170.

Attachment I-2

Department of the Interior

Natural Resource Damage Assessment and Restoration Fund Assessment and Settlement Deposit Remittance Procedures

The following information is provided to assist Remitters in giving complete and accurate data to their financial institution for use in originating Automated Clearing House payments. The industry name for the following format is CCD+.

ACH CCD+ Format

Data Element Name	Contents	Size	Position
<i>Record Type Code</i>	'6'	1	01-01
<i>Transaction Code</i>	'22'	2	02-03
<i>Receiving ABA</i>	'05103670'	8	04-11
<i>Check Digit</i>	'6'	1	12-12
<i>Account Number</i>	'312024'	17	13-29
<i>Payment Amount</i>		12	30-41
<i>Identification #</i>		13	42-54
<i>Receiver Name</i>	<i>DOI Restoration Fund</i>	22	22-76
Discretionary	N/A	2	77-78
<i>Addenda Indicator</i>	'2'	1	79-79
Trace Number	Assigned by Remitters Bank	15	80-94

ACH Addenda Record Format

Data Element Name	Contents	Size	Position
<i>Record Type Code</i>	'7'	1	01-01
<i>Addenda Type Code</i>	'05'	2	02-03
<i>Payment Related</i>		80	04-83
<i>Sequence Number</i>	'0001'	4	84-87
Addenda Trace	Assigned by Remitters Bank	17	88-94

The data items in bold must be provided to the bank by the Remitter. Those items bolded and italicized must be provided verbatim. The **Payment Amount** is the judgement or settlement amount being remitted; dollars and cents must be separated by a decimal point, do not use commas or any other punctuation. The **Identification Number** is the case Court Number. The **Payment Related** data should include the paying potentially responsible party(ies) name, site or case name and site location.

Department of the Interior
Natural Resource Damage Assessment and Restoration Fund
Assessment and Settlement Deposit Remittance Procedures

Federal Wire (FedWire) Transfer

The following information is provided to assist Remitters in giving complete and accurate data to their financial institution for use in originating FedWire payments. The industry name for the following format is FedWire Transfer Format.

Required Fields and Tags

Field Tag Name	Field Tag Number	Field Tag Contents
Message Disposition	(1100)	Assigned by Federal Reserve Bank
Acceptance Time Stamp	(1110)	Assigned by Federal Reserve Bank
OMAD	(1120)	Assigned by Federal Reserve Bank
IMAD	(1520)	Assigned by Remitters Bank
Amount	(2000)	
Sender FI	(3100)	Assigned by Remitters Bank
Sender Reference	(3320)	Assigned by Remitters Bank
<i>Receiver FI</i>	<i>(3400)</i>	<i>'Treasury NYC 021030004'</i>
<i>Beneficiary</i>	<i>(4200)</i>	<i>'DOI Restoration Fund ALC 14010001'</i>
Ref for Beneficiary	(4320)	
Originator	(5000)	
Originator Financial Institution	(5100)	Assigned by Remitters Bank
Orig to Beneficiary	(6000)	

The data items in bold must be provided to the bank by the Remitter. Those bolded and italicized must be provided verbatim. The **Amount** is the judgement or settlement amount being remitted; dollars and cents must be separated by a decimal point, do not use commas or any other punctuation. The **Reference for Beneficiary** is the case Court Number. **Originator** is the paying potentially responsible party(ies). **Originator to Beneficiary** should include the site or case name and site location.